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### TDOT CIVIL RIGHTS OFFICE

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### John C. Schroer

Commissioner of Transportation

### Deborah Luter

Director, Small Business  
Development Program

### DBE Supportive Services

Tyler Construction Engineers, P.C.  
1-888-385-9022  
DBE supportive services

## 21st Century Entrepreneur



**Deborah Luter**

*Director, Small Business  
Development Program*

The 21st century entrepreneur needs to be equipped with different characteristics than their predecessor. The fluctuating economy, ever-changing technology and increased government oversight are more prevalent than ever and are important factors that must be considered when running a business. The TDOT DBE must also

continually refocus their priorities to meet these 21st century challenges or risk the chance of lagging behind their competitors. One thing TDOT's Civil Right Office will always be committed to is carrying out the mandate from the Federal Highway Administration of "leveling the playing field." Staying at the top of the game is never easy, but if DBEs are willing to stay the course in removing some of the barriers, success can be achieved. TDOT DBEs and other small businesses are highly encouraged to review the Small Business Development Program website at [www.tn.gov/tdot/civil-rights/smallbusiness/](http://www.tn.gov/tdot/civil-rights/smallbusiness/) as often as necessary for important news and information which may affect them. *Don't forget to "Save the Date" of the Annual DBE Meeting in Nashville September 17 and 18, 2013.*







## TDOT's New Initiative Entitled "Small Business Enterprise Program"

The Small Business Enterprise (SBE) component is a new element to TDOT's existing Small Business Development Program. It is designed to help maximize the participation on highway transportation contracts by small businesses other than, and in addition to, disadvantaged business enterprises. The SBE program was established by TDOT to enhance business opportunities for small, women and minority-owned businesses and to ensure a level playing field for these small businesses in Tennessee. The program was developed in response to a Federal Highway Administration mandate Federal Requirement 49 CFR 26.39

TDOT has partnered with the Governor's Office of Diversity Business Enterprise (Go-DBE) as the certifying agency for these small businesses. If a SBE is also a TDOT DBE, any work performed will be counted toward non-goal (race neutral) participation towards the overall Departmental DBE Goal. TDOT DBE certification must be current and on file in order to count toward race neutral participation.

# Q&A

## Some TDOT Small Business Enterprise FAQs

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### ***Who can qualify as a TDOT SBE?***

Any business certified by the Governor's Office of Diversity Business Enterprise (GoDBE) as a Small Business Enterprise and is listed in the GoDBE Directory.

The business must be a continuing, independent, for profit business which performs a commercially useful function with residence in Tennessee; has total gross receipts of no more than ten million dollars (\$10,000,000) averaged over a three-year period or employs no more than ninety-nine (99) persons on a full-time basis.

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### ***I am a DBE. Do I also need to be certified as a SBE?***

No. TDOT-certified DBEs are automatically considered to meet the qualifications of a SBE for the purposes of this program. There is no benefit to becoming registered as both a DBE and a SBE for the intent of working with TDOT on a construction contract. However, if you anticipate bidding on other State of Tennessee contracts outside of TDOT, please view GoDBE for information on being certified with their office.

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### ***How does a business become certified as a SBE?***

Businesses may begin the on-line application at the Go-DBE web site. You are strongly encouraged to review GoDBE's FAQ page prior to starting an application, as well as to contact the GoDBE Office with any questions concerning Small Business Enterprise certification. TDOT does not handle any of the actual certification, so we will be unable to answer any questions regarding this.

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### ***Does my company need to be pre-qualified?***

Yes. SBEs will need to be pre-qualified per the same requirements of any other contractor looking to work on TDOT contracts. Pre-qualification forms are available on the TDOT Construction Forms website.

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### ***What else do I need to do to work with the state of Tennessee?***

Please review TDOT's State Contracting Opportunities and Assistance document available on the CRO webpage under the Small Business Development Program (SBDP) link. This page was created to provide a centralized location for information concerning state bidder registration and contracting opportunities, as well as to find agencies that provide certification and specialized assistance to small businesses. The SBDP hopes this information will increase small business participation across the state, as well as ease any barriers and concerns small businesses may have associated with dealing with state government bidding and contracting.

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# DBE Profiles



## Mary Forrester

**Lynn Sanford  
Construction, Inc.**  
KNOXVILLE, TENNESSEE

Lynn Sanford Construction, Inc. is a woman-owned general contracting company, which started in 2003. It has evolved from a residential construction company to both commercial and

industrial. Our specialties include utilities, demolition and site preparation. Lynn Sanford Construction works as a prime contractor as well as a sub-contractor. Some of our clients include the City of Alcoa, State of Tennessee, and McGhee Tyson Airport. We have completed projects that include underground water harvesting and energy improvements on existing homes. During the past ten years we have evolved from a general contractor to include: Trucking, Engineering and Utilities and we are certified in the states of North Carolina and Alabama. We are constantly striving to improve our capabilities and relationships with clients and prime contractors. We recently

added an engineer to our staff with over 30 years experience in Highway, Airport and Bridge construction. We have the capabilities of land development, utilities and site preparation. Together, our team has a thorough working knowledge of civil engineering concepts. Our team has experience throughout the Southeast region. Our values are:

- Be the best at what you do.
- Complete the projects on time and in budget.
- Give more than you take.
- Our community commitments include Athletes in Action CRU (formally Campus Crusade for Christ) and Mobile Meals.



## Martin Carodine

**Precise Concrete  
Works, LLC**  
MEMPHIS, TENNESSEE

Precise Concrete Works was founded by Martin Carodine in March 1999. In the early years, we completed contracts and subcontracts involving sidewalks, driveways, slabs, curbs and gutters, foundations, and other concrete flat work. In 2004 as we began to acquire more general contracting projects, we changed our name to Precise

Contracting. Now we operate as two divisions: Precise Concrete Works, LLC which executes concrete flat work, and Precise Contracting, LLC which executes general construction projects.

Our main customers are the Little Rock Air Force Base, Millington Naval Base, the City of Memphis, and the Tennessee Air National Guard. We design management programs to accomplish each customer's individual project's short term and long term goals. We create management solutions to establish and maintain budgets, manage performance of employees and subcontractors, as well as the execution of the scope of work. We offer our customer's full construction solution by pulling together prices, performance, and people. We pride ourselves in earning a customers' trust so that they will want to do business with us.

Our core competencies include:

- Building Renovations
- Retaining Walls
- New Construction
- Road Work
- Design Build
- Site Work
- Demolition
- Recycled Concrete
- Abatement
- Concrete Production

Precise is a prequalified firm through Tennessee Department of Transportation. We are currently under contract with TDOT to retrofit ADA Handicap Ramps in Memphis, TN.

Martin Carodine has over 20 years of experience in the construction industry. He offers Precise customers the benefit of his expertise and his honesty. Our Management team has over 150 years of combined experience. Our team works very hard to meet the needs of each individual customer.



# Don't Go it Alone!

## Importance of Teamwork for Business Success

**Marie Y. Williams**

*Human Resource Specialist & Leadership Development*

**How many times have we said these statements? "If I want it done right, it is best that I do it myself" or "It does not make sense to hire new staff because it is going to cost me more money and take me more time to teach them the job then if I do it myself."**

When we say statements such as these, we convince ourselves that going it alone, rather than enlisting the help of others, is the easiest, quickest, and cheapest business strategy. We have all had those moments, particularly during those periods of high work stress, when



this may seem like the best strategy to adopt, but the reality is that in the long-term, we are dooming our business to fail.

As small business leaders it starts with us. We set the tone for the work culture in our companies and also the blueprint for business success or failure. Those leaders who have successfully reprogrammed their mindsets have recognized the importance of developing a strong team of employees to whom they can depend upon and trust to help

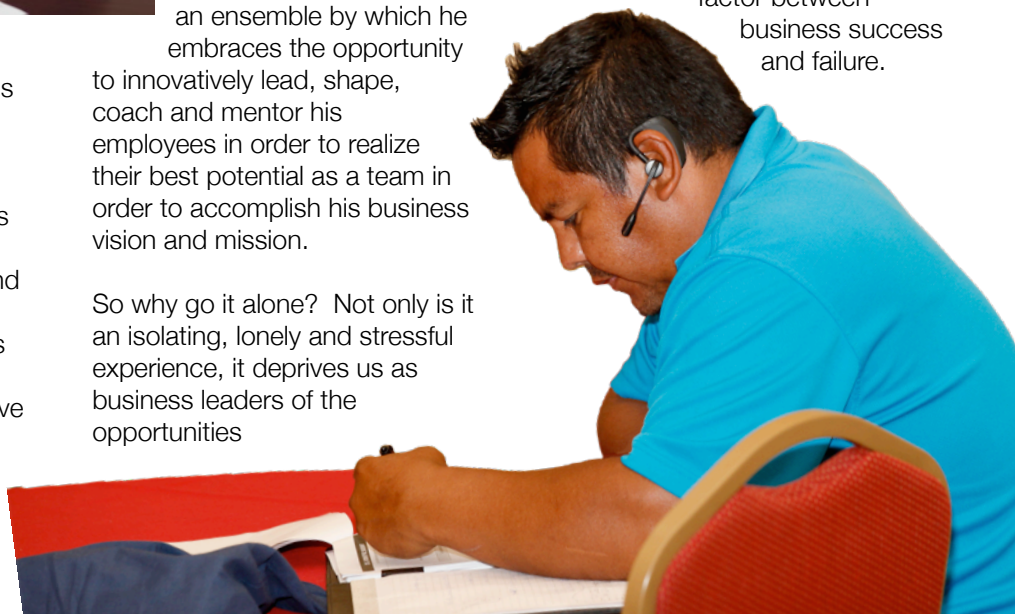
develop and successfully grow their business.

As stated by Alan Meaney in his article "What is teamwork and how it can benefit business?", teamwork leads to greater efficiency, higher levels of idea sharing and innovation and a more engaged and motivated workforce. When you assess these benefits of teamwork – it becomes much easier to see why we should debunk those myths of "going it alone or doing it ourselves." Successful entrepreneurs such as Richard Branson, Chairman and Founder of the Virgin Group, see their teams as an ensemble by which he embraces the opportunity to innovatively lead, shape, coach and mentor his employees in order to realize their best potential as a team in order to accomplish his business vision and mission.

So why go it alone? Not only is it an isolating, lonely and stressful experience, it deprives us as business leaders of the opportunities



to enrich the lives of others and our own lives. Bottom line - effective teamwork can not only be fun, enriching and inspiring, it can ultimately be the differentiating factor between business success and failure.







# 2013 TDOT DBE Small Business Annual Meeting

## Building Business Through Leadership



The Annual Meeting is the premier event that brings DBEs, prime contractors, industry professionals and key State officials together in the transportation construction industry.

### About The Annual Meeting

#### Dates

September 17 – 18, 2013

#### Hotel

Nashville Airport Marriott Hotel  
600 Marriott Drive, Nashville, Tennessee 37214

#### Theme

Recovery is not going to be the recovery of the past. The new reality means “back to the basics.” Now is the time to transform your business, markets and communities through leadership. As an attendee you will gain critical information, new strategies, and valuable knowledge that will allow you to take immediate action in moving your business toward profitable growth.

#### Attendees

Over 200 expected: DBEs, small businesses, prime contractors, State Transportation Officials and other related businesses and individuals (based on 2012 event).

#### Professional Services Represented

Construction, Engineering, Architecture, Suppliers, Consultants, local, state and federal representatives.

#### Breakout Sessions

Leadership in Small Business Software Applications for Small Business, Niche Marketing, Social Media, Overview of State and Federal Procurement Opportunities.

#### Keynote Address

Andres Gutierrez, The Lampo Group, Inc., (Dave Ramsey Speaker's Group).

#### Networking

DBE-Prime Matchmaking Session (advance registration required).

#### Marketplace Hall

Manning a table-top area or booth display. This represents an exceptional opportunity to put your company's brand in front of key industry leaders who have a vested interest in your product or service. By becoming one of our Marketplace Hall vendors you will have a chance to reach this uniquely targeted audience.

Booths are open to DBEs, small businesses, Prime contractors, vendors and local and state agencies. Limited space is available.

#### See If it Sells Presentation

Limited to only six (6) TDOT-certified DBEs to present their “Elevator Sales Pitch” in this new session to showcase your company's innovative or strategic approach to customer issues.

#### Web Link:

<http://www.tyler-engineers.com/Pages/2013DBEAnnualMeeting.aspx>



# Reasons to Attend the 2013 DBE Small Business Annual Meeting

**Victor C. Tyler, P.E.**  
*Program Manager*  
*Construction Business Specialist*

**There is no substitute for live, in-person attendance at small business conferences and events. The main reason to attend these small business events is that they are relevant to your business. Attendance is for anyone including: a DBE, small business, prime contractor, or an employee from a local, state or federal procuring agency. Listed below are a few more reasons to attend the 2013 TDOT DBE Small Business Annual Meeting.**

The opportunity to learn something new is one of the biggest draws for most business events or conferences. The educational benefits you gain are the non-verbal elements to see, feel, touch and absorb the information being presented which can add a new level of learning that is not easily accessed via online events.

Attending the DBE Annual Meeting is your opportunity for in-person networking. When you attend this event, you will have access to other attendees who are often your colleagues. It will be an excellent time to make connections, share information and learn about your peers. You never know when you might want to team up for a joint venture or make a referral to someone you met. Additionally, you will have access to presenters to ask questions, share ideas and expand on what was covered. These informal connections are often invaluable.

Attending the DBE Annual Meeting will give you a chance to see your competitors first-hand, find out more about their businesses, gather information on their strengths and weaknesses,

and conduct research that will help you give your business the competitive edge.

Additionally, as a participant, you will have the opportunity to set up your own vendor table. This gives you direct access to market your products and services to your ideal customers and clients. This gives you a chance to conduct market research and learn more about your target audience.

Lastly, it's a great way to take a break from your business, a welcome change of scenery.

Because of the tremendous educational and networking opportunities available, it can help you spark your creativity, develop new ideas and think in innovative ways.

If you invest in the time to attend the DBE Annual Meeting, I guarantee you will return home with new tools, valuable contacts and a renewed approach that will help you manage and grow your business better than before. See you in Nashville September 17- 18 at the TDOT DBE Small Business Annual Meeting.







# TDOT Disadvantaged Business Enterprise



The Disadvantaged Business Enterprise Program (DBE) was developed by the Federal Highway Administration and is administered by the Tennessee Department of Transportation (TDOT) Civil Rights Office (CRO). The Small Business Development Office is committed to encouraging minority, female and other disadvantaged and small business firms certified by TDOT to work in the highway/bridge industry.

An integral part of TDOT DBE Program is Supportive Services. The DBE Supportive Services Program provides a rich array of services and support to TDOT-certified DBE firms upon request. DBE-Supportive Services is a valuable and necessary tool to ensure the improved growth of DBE firms in the State of Tennessee engaged in or interested in performing transportation construction and related work.

Our DBE Supportive Services Team has developed a comprehensive training program, one-on-one technical assistance, seminars, and roundtable meetings designed to assist DBE firms in capacity building to compete successfully for

contracts with TDOT and other entities. The chart below is a summary of business, technical and support services provided to DBE contractors and consultants from June 2010 to December 2012.



Services / Assistance Provided to DBEs	Calendar 2010	Calendar 2011	Calendar 2012
Marketing and Business Development	22 DBES	22 DBEs	25 DBEs
Financial Management Assistance	8 DBEs	14 DBEs	13 DBEs
Accounting Software Training	15 DBEs	28 DBEs	31 DBEs
Bidding & Estimating Assistance	13 DBEs	28 DBEs	20 DBEs
Organization & Leadership Coaching	10 DBEs	23 DBEs	36 DBEs
Information Technology Assistance	3 DBEs	5 DBEs	6 DBEs
Seminar Attendance	111 DBEs	131 DBEs	216 DBEs
DBE Annual Meeting Attendance (DBEs, small businesses, non-DBEs, Primes, Vendors)	131	117	199



The DBE Supportive Services is managed by experienced industry management consultants at Tyler Construction Engineers, P.C., located at 810 Dominican Drive, 3rd Floor, Nashville, Tennessee. The DBE Supportive Services consultants are available to meet you at your convenience at your office or project site. If you are a TDOT-certified DBE in Tennessee you are eligible for Supportive Services. For additional information contact Ericka L. Hayes, CPA at (888)-385-9022 or email at: [DBE\\_Supportive\\_Services@tyler-engineers.com](mailto:DBE_Supportive_Services@tyler-engineers.com).



# Welcome New DBEs

## Region 2

### Hayward Bolt and Specialty, Inc.

**Patsy J. Hayward**

Hardware Merchant Wholesalers (Distribution house for fasteners in the construction line and sells Milwaukee tools)

## Region 3

### A-Z DME, LLC

**Dinah Norman**

Drug Testing, Durable Medical Equipment, Specialty Medical Equipment, Personal Emergency Response Equipment, Home

Care, Clinical Respiratory Therapy, Medical Equipment and Supplies

### OSHi Flowers

**Perri Crutcher**

Florists

## Recently Renewed Firms

## Region 1

### ES&H, Inc.

**William Garibay**

Construction, Demolition, Asbestos, Lead Based Paint, Environmental, Safety, Industrial Hygiene, and Regulatory Training

### G2 Engineering & Management, Inc.

**Michael Twine**

Construction (Site Excavation, Prep Work, Utilities and Management), Facilities Management, Technical Staffing

### McBee/Bailey & Associates Construction

**Emanuel Bailey**

Commercial and Institutional Building Construction

### Siler Excavating, LLC

**Tammy Siler**

Highway, Street, and Bridge Construction, Poured Concrete Foundation and Structure Contractors, Site Preparation Contractors, General Freight Trucking (Local), Landscaping Services

## Region 2

### American Custom Manufacturing

**Lee Otis Burton**

Manufacturing and supplier of steel pressure vessels and handrails

### Bentco Office Solutions

**Edward Bentley**

Office equipment: furniture supplies and ergonomic work equipment

### Officer and Associates, Inc. d/b/a C & M Trucking

**Mary Hillis**

Aggregate construction and trucking

### Thomason Company, Inc.

**Judy Thomason**

Clearing, grubbing, tree, bush and brush removal

## Region 3

### Booker Engineering, Inc.

**Brenda Booker**

Engineering

### Geotek Engineering Company, Inc.

**John Rami Mishu**

Geotechnical Engineering, Construction Materials Testing

### K-Barr Group, LLC

**Barrington Kong**

Commercial and Industrial Building Construction, Highway, Street and Bridge Construction, Other Heavy and Civil Engineering Construction

### Robert & Cassie Construction Company, Inc.

**Robert L. Spickard**

Drilling and Blasting Contractor

## Region 4

### Airfield, ETC., Inc.

**Stephanie Poole**

Highway, street and bridge construction, traffic control, concrete work, electrical contractor

### Damron Trucking, Inc.

**Lee Damron**

Trucking/hauling, rock, gravel, and asphalt

### Long's AAA Painting Contractor

**Calvin Long**

Sandblasting, Painting (Commercial and Residential), Wall Covering

### Toles and Associates, Inc.

**James Toles**

Consultant Engineers: Civil, Structural, Transportation and Surveying



**Scheduled  
Letting Dates****2013**

July 12, August 30, October 18,  
November 15 (mowing & litter)  
& December 6

**2014**

February 14, April 4, May 23, July 11,  
August 29, October 17, November 14  
(mowing & litter) & December 5

**TDOT DBE Supportive Services****BUSINESS DEVELOPMENT AND TRAINING****TECHNICAL ASSISTANCE****BUSINESS ASSISTANCE**

- Business Planning
- Financial Analysis
- Leadership Development
- Business Coaching

**ONE-ON-ONE TRAINING**

- Strategic Marketing
- Accounting Software
- Construction Accounting
- Bidding & Estimating
- Project Management
- Contracts & Specifications
- Construction Plan Reading
- Project Controls

**INTERESTING QUOTE:**

*"As a manager, you play a critical part in either perpetuating mediocrity or helping your team break free in pursuit of extraordinary."*

- Art Petty, Executive Coach

**Civil Rights Office  
Small Business Development  
Program Team**
**Deborah Luter**

Director, Small Business  
Development Program

**David Neese**

Small Business Development Coordinator/  
Bond Guarantee  
Program Manager

**Elizabeth Michael**

Contract Compliance Officer

**Stephanie Brooks**

Contract Compliance Officer

**Sherri Mays**

Contract Compliance Officer

**Ross Webb**

Contract Compliance Officer

Phone: (615) 741-3681 or Toll free: 1-888-370-3647

**DBE Supportive Services Team****TYLER**

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cost consultants | estimators | management consultants

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**Victor C. Tyler, P.E.**

Program Manager – Construction Business Specialist

**Curtis Webb**

Strategic Marketing  
& Business Development

**Jay B. Mercer**

QuickBooks Pro-Advisor & Tax Specialist

**Marshall Tabb**

Financial Management  
& Leadership Coaching

**Sandra T. Webb**

Accounting Software Trainer

**Ericka L. Hayes, CPA**

Accounting – Business Organization  
& Information Technology

**Marie Y. Williams**

Human Resource Specialist  
& Leadership Development